
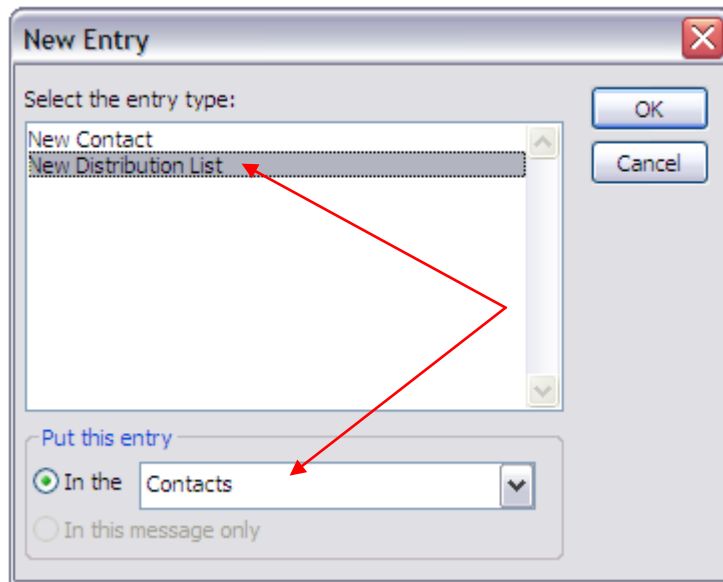
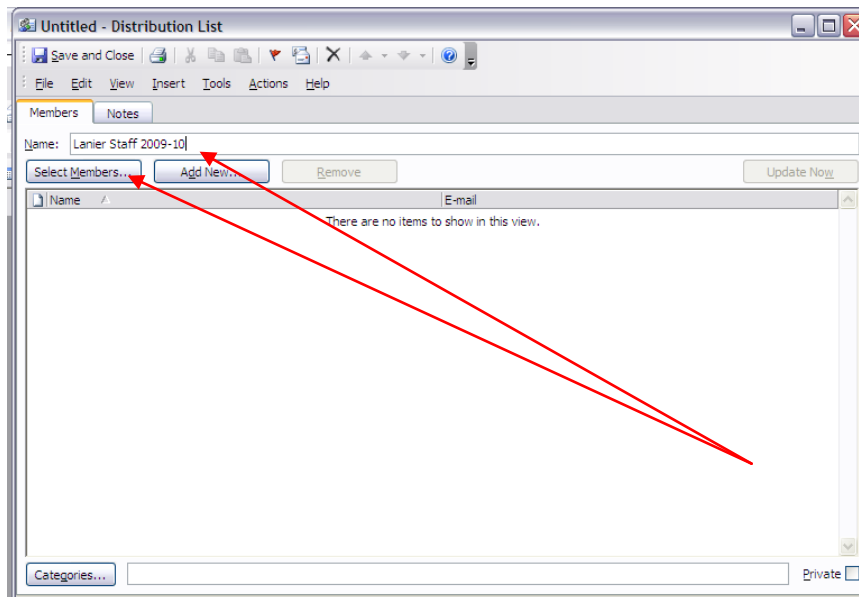


## Create a Staff Distribution List

- Open Outlook
- Click on the Address Book: 
- Click the File menu > New Entry
- Select New Distribution List and leave Contacts as the location for the new distribution list



- Click OK
- The following box appears. Type a name for the distribution list and click the Select Members button.



- The Select Members box appears

- Instead of individually entering all Lanier staff members, we want to put everybody in at once. Click the Advanced button > Find.

- In the Office cell, type *lanier*. Click OK
- A list of everyone who works a Lanier appears.

**Select Members**

Type Name or Select from List:

Show Names from the:

Name	Business Phone	Office	Title	Company
Acosta, Tomasa R	713-942-1900	Lanier Middle School	Custodian, 11M	
Adkins, Shelley M	713-942-1900	Lanier Middle School	Tchr, Math	
Amaya, Maria E	713-942-1900	Lanier Middle School	Custodian Hrly	
Anderson, Laura C	713-942-1900	Lanier Middle School	Tchr, ESL Secondary	
Apple, Terry H	713-942-1900	Lanier Middle School	Tchr, English	
Arledge, Lisa K	713-942-1900	Lanier Middle School	Principal, Asst Middle Sch 11M	
Askew, Ava	713-942-1900	Lanier Middle School	Tchr, English	
Baker, Theo	713-942-1900	Lanier Middle School	Custodian Hrly	
Barnwell, Shelia	713-942-1900	Lanier Middle School	Clerk, General II 10.5M	
Battle, Zachary D	713-942-1900acabrera	Lanier Middle School	Custodian	
Bogert, Paulette	713-942-1900	Lanier Middle School	Tchr, ESL Secondary	
Bordelon, Michael	713-942-1900	Lanier Middle School	Tchr, Math	
Brennan, Richard M	713-942-1900	Lanier Middle School	Tchr, History	
Cabell, Amber M	713-942-1900	Lanier Middle School	Tchr, Physical Education	

Add to distribution list:

- Single-click the top name (Acosta) then scroll down to the end of the list, and while holding the shift key, single-click the last name (Yeargin). Now the entire list should be selected. Click the Members button.

**Select Members**

Type Name or Select from List:

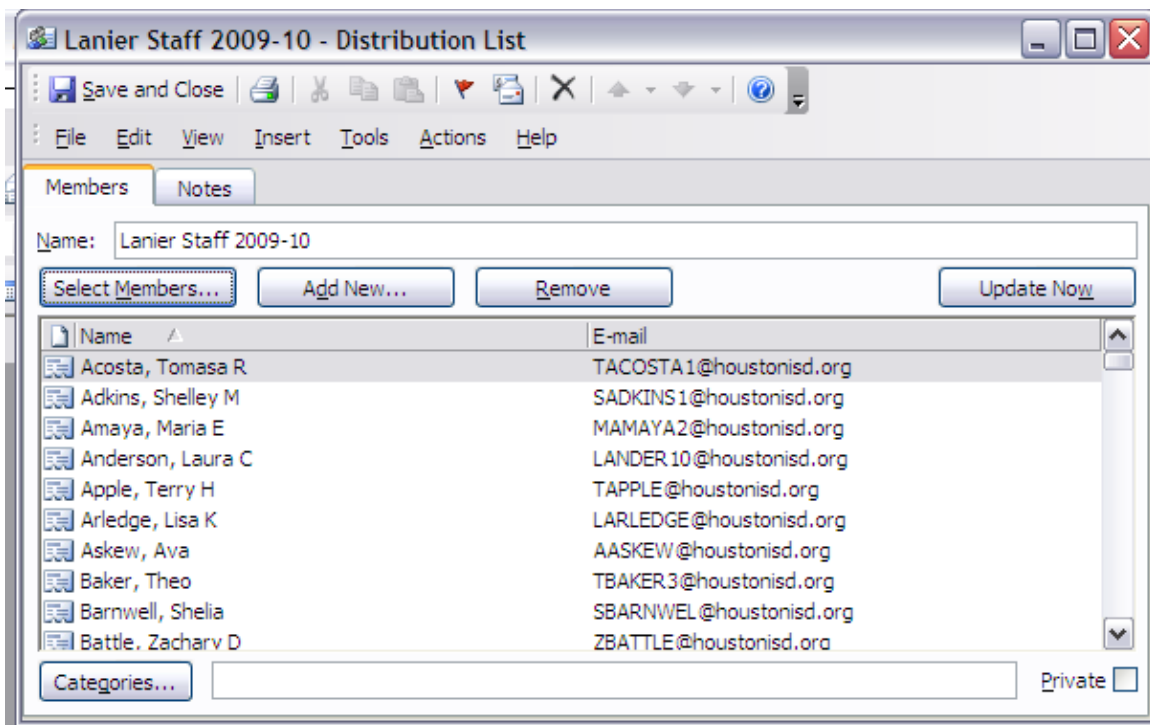
Show Names from the:

Name	Business Phone	Office	Title	Company
Acosta, Tomasa R	713-942-1900	Lanier Middle School	Custodian, 11M	
Adkins, Shelley M	713-942-1900	Lanier Middle School	Tchr, Math	
Amaya, Maria E	713-942-1900	Lanier Middle School	Custodian Hrly	
Anderson, Laura C	713-942-1900	Lanier Middle School	Tchr, ESL Secondary	
Apple, Terry H	713-942-1900	Lanier Middle School	Tchr, English	
Arledge, Lisa K	713-942-1900	Lanier Middle School	Principal, Asst Middle Sch 11M	
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Bogert, Paulette	713-942-1900	Lanier Middle School	Tchr, ESL Secondary	
Bordelon, Michael	713-942-1900	Lanier Middle School	Tchr, Math	

Add to distribution list:

Shell, William L; Sidney, Marion D; Sifuentes, Benjamin; Simpers, Marian A; Smith, Arthur L; Smith, Linda A; Spates, Evelyn J; Suarez, Melva A; Taylor, Amy E; Terry, Aurora L; Thurman, Drew W; Tiller, Terra R; Tobola, Kimberly L; Torno, Melody D; Valero, Jennifer J; Vela, Sylvia R; Vigil, Leopoldo E; Wallis, Lisa M; Warren, Shelia; Weatherspoon, Patricia A; Weldon, David R; Weldon, Kathryn R; Wisniewski, Boyd; Wolfe, Suzanne E; Wood, Jennifer J; Wood, Lenora L; Yeargin, Dwaine

- Click OK



- Click the Save and Close button.
- Now, when you go to compose a new e-mail to the entire staff, select the Lanier Staff distribution list from your Contacts.